

POSITION SUMMARY

Under close progressing to general supervision, this position is responsible for enforcement of the federal Food Safety Modernization Act (FSMA) Produce Safety Rule governing businesses that grow, harvest, pack, or hold produce. The position has significant responsibility for developing and distributing information to regulated industries and staff concerning bureau requirements and activities implemented in the Produce Safety regulatory program's On Farm Readiness Reviews, inspections, and compliance activities. The employee must have the ability to work independently, organize and prioritize a variety of tasks, maintain their schedule and complete their assignments.

The position will be responsible for conducting On-Farm Readiness Reviews, inspections, attending conferences, participating in Produce Safety Alliance Grower Trainings and other workshops. This position will routinely interact with individuals and organizations who grow, harvest, pack and hold produce, as well as other state and federal regulatory agencies having jurisdiction over these industries. This position will also provide recommendations for statutory and administrative rule development and revisions.

Employee is responsible for: on-site evaluation, inspection, and documentation of sanitary conditions of fields, facilities, equipment, and/or product; application of codes and statutes. Based upon evaluation and/or inspection findings staff are responsible to prepare reports and take or recommend enforcement action as outlined in applicable codes and statutes.

Employee will coordinate with necessary supervisors, technical specialists, epidemiologists, and other state and federal agencies to investigate consumer complaints, food emergencies, and food or waterborne illness outbreaks associated with fresh produce.

GOALS AND WORKER ACTIVITIES

65% GOAL A: Analyze and evaluate produce growing, harvesting, packing and holding systems to ensure food safety.

- A.1 Understand food safety plans and review food safety plans for produce growing, harvesting, packing and holding systems.
- A.2 Conduct on-farm readiness reviews intended to prepare produce businesses for inspections under the Produce Safety Rule. As needed, consult with the agency liaison regarding communication or education materials, approach, cultural issues, etc.
- A.3 Conduct regulatory inspections at produce farms that are growing, harvesting, packing and holding ready-to-consume produce.
- A.4 Understand Good Manufacturing Practices (GMPs), Good Agricultural Practices (GAPs) and Standard Operating Procedures (SOPs).
- A.5 Review the design, and verify the operation, of produce harvesting and packing equipment for food safety regulatory conformance.
- A.6 Review produce safety systems and perform initial field evaluations of produce packing systems that operate under extended processing timeframes, i.e., beyond 24 hours between cleaning cycles.
- A.7 Evaluate food safety systems during and after investigations of food-borne illnesses, food contamination, or food adulteration.

10% Goal B: Responsible for recommending or taking enforcement action where appropriate following facility, equipment, and/or product evaluation. This includes following up on complaints and taking appropriate action as dictated by applicable statutes, codes, standards, and policies.

Environmental Health Sanitarian-Entry Produce

- B.1 Acquire, properly identify, pack and ship ingredient, finished product, water supply, environmental and related samples for laboratory analysis. Ensure chain of custody is maintained for samples through proper documentation, shipment and delivery. Samples include scheduled surveillance, inspection related, and follow-up, samples.
- B.2 Secure evidence and maintain custody and control of that evidence, of statute and code violations including specimens, photographs and written documentation that includes copies of all relevant records.
- B.3 Take appropriate on-site enforcement action when violations are identified (e.g., chargeable re-inspections, issuance of holding orders and disposal agreements, product disposal).
- B.4 Recommend appropriate progressive enforcement action through supervisory channels to gain compliance. This includes: warning letters, administrative conferences, administrative complaints and civil or criminal charges.
- B.5 Testify as an expert or fact witness during court proceedings.
- B.6 Participate in State-Federal partnerships and contracts as assigned. This may include inspection, sampling, report writing, training, etc.
- B.7 Evaluate personal environmental health and safety risks in the workplace.

10% Goal C: Provide assistance and training to bureau staff and industry on produce safety inspection processes.

- C.1. Assist in the development and delivery of training on the inspection of food safety-related requirements for operation of produce packing facilities, equipment and systems for a variety of audiences (e.g., program staff, industry personnel, federal and state agencies, etc.).
- C.2. Assist in developing educational materials; work with the agency liaison as appropriate.
- C.3. Develop, coordinate and deliver training to bureau staff and assist with training for produce industry personnel.
- C.4. Assist in the evaluation of the Bureau's training program and make recommendations for improvement.

5% Goal D: Investigate and respond to industry and consumer complaints, food emergencies and/or other outbreaks as assigned.

- D.1 Investigate consumer and industry produce safety complaints identifying alleged violations (e.g., unsanitary conditions, adulteration, misbranding, etc.). This investigation involves contacting the complainant, gathering and analyzing relative facts involving the purchase or problem, collecting case supportive samples, conducting follow-up interviews with involved parties, and making a determination on whether a violation of federal or Wisconsin food laws or regulations has occurred.
- D.2 Respond to program emergencies such as fire, flood, natural disasters, industrial accidents, boil water advisories, transportation accidents, etc.
- D.3 Work cooperatively with other local, state and federal agencies (e.g., Food & Drug Administration; WDHS – Epidemiology; WI Incident Command System, etc.) to investigate suspected or known food-borne illness outbreaks associated with fresh produce. Responsibilities include, but may not be limited to:
 - Surveying food handling practices conducted at food establishments
 - Sampling products that are suspected or implicated as involved in the outbreak
 - Evaluating and overseeing disposition of affected food products
 - Conducting environmental analysis surrounding the produce-handling facility
 - Ensuring proper recall activities have been implemented; and

- Taking appropriate on-site enforcement action when violations are identified.

D.4 Work cooperatively with the regulated public and other local, state and federal agencies to conduct product recall efficiency checks and perform recall plan efficiency audits.

10% Goal E: Completion of work planning, administrative communication and on-going professional development.

(IMPACT: Assures produce safety through the effective use of time, knowledge and equipment resources.)

- E.1 Prepare and maintain weekly/monthly activity reports indicating time spent on assignments, mileage, expenses, etc. using the department's electronic inspection system and other current technology (e.g., e-mail, electronic file transfer, computerized record keeping).
- E.2 Review literature to remain current with rapidly changing technology trends in industry, emerging pathogens, and regulatory updates.
- E.3 Attend and/or complete training as assigned for professional and personal development.
- E.4 Respond promptly to communications from industry, public, other staff and management.
- E.5 As requested or assigned, participate on team projects to improve work procedures, processes, systems and policies to assist in the development or improvement of Department or Division operations.
- E.6 Implement and continually review the safety procedures to follow in each type of facility.

KNOWLEDGE AND SKILLS

- A. Knowledge of food safety microbiology principles as applied in produce growing, harvesting, packing, storage, handling, and distribution practices.
- B. Knowledge of the safe growing, harvesting, packing and holding of produce.
- C. Knowledge of risk-based preventive food safety systems and related federal regulatory requirements.
- D. Knowledge of Good Agricultural Practices (GAPs)
- E. Knowledge of federal and Wisconsin food laws and regulations enforced by the DATCP Bureau of Food and Recreational Businesses.
- F. Knowledge of inspectional, investigational, and sampling techniques applicable to existing food businesses that may be transferable to businesses growing, harvesting, packing, and holding produce.
- G. Knowledge of the principles and techniques of effective communications, including public speaking, writing, educating, coaching, and negotiating.
- H. Ability to lead or work in an effective team.
- I. Knowledge of educational methods and adult learning.
- J. Knowledge of the design and construction of sanitary buildings and equipment.
- K. Knowledge of food emergency and/or food defense planning.
- L. Working knowledge of word processing, data processing, graphics, publishing, and presentation software using

Microsoft Office applications.

PHYSICAL DEMANDS

1. Be able to climb and work at elevated heights such as on catwalks.
2. Be able to stand, walk, bend, squat, and lift up to 50 lbs.
3. Be able to observe physical surroundings through use of sight and hearing.
4. Be able to complete outdoor job activities 12 months of the year. The employee will encounter inclement weather and extreme temperatures.

SPECIAL REQUIREMENTS:

1. Periods of travel, often overnight, will be expected. Routine travel throughout the state is required. Out-of-state travel is sometimes required.
2. Possession of a valid driver's license or the ability to provide one's own transportation for work purposes.
3. Must be eligible to take the Wisconsin Registered Sanitarian exam in the NEHA/REHS/RS exam, or hold the RS in Training title upon appointment. The employee is expected to obtain a Registered Environmental Health Specialist (REHS) or Wisconsin Registered Sanitarian (RS) license within three years of the date of hire. Maintenance of the REHS or RS is required as a condition of employment.

PERSONAL CONTACTS AND THEIR PURPOSE

The incumbent is expected to have considerable communication skills to work effectively with DATCP staff, regulated businesses and industry, governmental agencies, private organizations, and the public.

Contacts occur by telephone, written correspondence or in person. These contacts may be brief or may consist of meetings lasting several hours. They may involve the exchange of information or ideas, or may involve considerable divergence of opinion and conflict.

The purpose of these contacts is to provide education, outreach, or technical assistance, frequently involving explanation of bureau policies and programs to other interested parties; to collect data, or to solicit or give information in order to develop and maintain an effective regulatory and educational program on produce safety related issues.

DISCRETION & ACCOUNTABILITY

The incumbent will plan and conduct work to coincide with department responsibilities as defined under Chapters 93 through 100, Stats. and other applicable statutes and rules; to coordinate with regulatory responsibilities of the department, assigned projects and deadlines established within the Bureau of Food and Recreational Businesses and the division in accordance with policies, procedures and goals established by the Department Secretary and the Board of Agriculture, Trade and Consumer Protection.

General supervision is provided by the Produce Program and Policy Supervisor in the Bureau of Food and Recreational Businesses. Within this framework, the incumbent has the latitude to determine appropriate work methods for particular assignments, and may suggest modifications to the goals and objectives of the bureau. Work is reviewed for adherence to policy and procedures as part of the performance evaluation process. The incumbent is responsible for carrying out produce safety education, outreach, and technical assistance activities and will use extreme discretion in discussions and work activities.

Accountability for work is directly to the supervisor. Overall accountability is to the bureau director, division administrator, the Secretary and the Board of Agriculture, Trade and Consumer Protection for achievement of department objectives.